

***Berkeley County Government***

**JOB OPENING – EXTERNAL POSTING**

**ASSISTANT SOLICITOR 1 (PS101251)**

**DEPARTMENT: SOLICITOR'S OFFICE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform basic prosecutorial duties. Prosecute violent and non-violent crimes such as burglary, robbery, drug offenses, traffic offenses, forgery and other financial institution crimes, etc. Provide legal representation for the state at preliminary hearings. Handle all phases of trial preparation and case negotiations including interviewing victims and witnesses. Perform extensive legal research. May prosecute cases in the Magistrate Court, General Sessions Court or Family Court. Perform other duties as assigned.

**QUALIFICATIONS:**

Juris Doctorate Degree from an ABA accredited law school and one (1) year of litigation or other trial based experience.

Admitted to practice law in South Carolina (member of South Carolina Bar).

Personal computer experience including Word, Excel and Westlaw and/or Lexis.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as exempt and reports directly to the Chief Deputy Solicitor.** The normal work schedule is thirty-seven and one half (37.5) hours per week. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Assistant Solicitor 1 - Grade C40**

**Entry Level Bi-Weekly Salary Range: \$2,044.62 - \$2,351.31**

**Date of Posting: 01/08/2016**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***